



MONTANA STATE HOSPITAL POLICY AND PROCEDURE

STUDENT INTERNSHIPS

Effective Date: November 24, 2015

Policy #: SD-02

Page 1 of 5

I. PURPOSE: To establish policy and procedures outlining the expectations of student internships at Montana State Hospital (MSH).

II. POLICY:

- A. MSH student internships provide an opportunity to enhance the student's classroom learning through practical career-related work experience.
- B. MSH staff work with students to provide information about the treatment of mental illness and the services provided by MSH while safeguarding patient's rights.
- C. MSH staff follow this policy, other hospital policies, and state policies in order to provide appropriate supervision to the student intern, protect patient rights, and promote a positive training experience.
- D. The intern is expected to follow all hospital and state policies during the internship.
- E. The intern is expected to engage in supervision and follow the guidance and instructions offered by the supervisor during the internship.
- F. The intern does not displace regular employees.
- G. The intern is not entitled to a job at the conclusion of the internship.
- H. Unless authorized by the hospital and agreed in a contract, the intern is not entitled to wages for the time spent in the internship.

III. DEFINITIONS:

- A. Student Internships: Pre-arranged temporary programs that provide students with exposure to workplace activities which are related to the intern's field of study. They consist of a supervised and structured practical experience to enhance the intern's knowledge, skills, and abilities in mental health care. Examples include internships in social work, psychology, professional counseling, addiction counseling, nursing, rehabilitation, etc.
- B. Student Intern: An individual who is enrolled in an educational institution for the purpose of pursuing a professional degree in human services. The intern may have

also recently completed a professional degree and is in need of an internship and supervision in order to obtain a professional license in human services.

- C. Supervisor: A trained and licensed professional who is qualified to provide direct supervision of the student's internship.
- D. Internship Agreement: A formal, written agreement between the student intern or student's school and the Supervisor and MSH.
- E. Internship Contract: A formal, written contract for services for student interns or institutions that are reimbursed for the student's services.
- F. Intern Housing: State housing that may be available to interns who live out of the area.
- G. Clinical Rotation: A temporary and brief placement of a student at MSH for exposure to mental health services, not identified as an internship.

IV. IV. RESPONSIBILITIES:

- A. All employees are responsible for creating a welcoming environment allowing for educational, practical career-related work experience.
- B. Staff Development Department is responsible for providing the required orientation training and maintaining records of such training. The exception is the student internship at the LIP level.
- C. Department Directors and Supervisors are responsible for arranging and coordinating student internships. Human Resources must be notified of any contemplated Student Intern relationship to arrange for contractual and personnel provision for student intern status. They ensure safety and patient's rights are not compromised during the student intern's educational experience.
- D. Student Interns are responsible to supply the hospital with any contractual agreement and/or obligations between the student/school and MSH. They are also responsible for providing the educational requirements for their educational experience (example class syllabus).

V. V. PROCEDURE:

- A. Initial Contact: The intern makes initial contact with the Department Director or Supervisor in the discipline they are interested in. Example: Social Work interns will contact the Director of the Social Work Department.

B. Eligibility:

1. The intern must be enrolled as a student in an accredited school, organization or institution or have recently completed a program that prepared them for the internship.
2. If still enrolled in school, the intern's school must approve of the internship at MSH.
3. If still enrolled in school, the intern's school must endorse the student as eligible and prepared for the internship at MSH.
4. The intern's school must submit a formal agreement to MSH which will be subject to the hospital's standard contractual review. The content and provisions must be approved by the Hospital Administrator or designee.
5. The employer that provides the training derives no immediate advantage from the activities of the intern; and on occasion its operations may actually be impeded.
6. The employer and the intern understand that the intern is not entitled to wages for the time spent in the internship.

C. Application, Coordination, and Agreements/Contracts:

1. Both the student intern and the Department Director or Supervisor will work together to make arrangement to meet the requirements of the internship with Human Resources.
2. The Department Director or Supervisor will inform Staff Development of the internship and make arrangements for the required training.
3. The Department Director or Supervisor will define how the student intern will be supervised during their educational experience.
4. The Department Director or Supervisor and intern or school will develop a contract and/or agreement specifying:
 - a. Responsibilities of all parties (hospital, intern, supervisor, department director, school, et. al.)
 - b. Agreement to adhere to legal and ethical standards
 - c. Agreement to adhere to policies
 - d. Term of the contract or agreement
 - e. Services to be provided
 - f. Supervision to be provided
 - i. Primary and secondary supervisor
 - ii. Frequency of supervision
 - iii. Type of supervision
 - g. Reimbursement (if any)

- h. Limitations of liability
 - i. Insurance coverage
 - j. Termination of agreement/contract
- D. Required Training: The required training will be determined by the hospital and will be based on the type of services the intern will provide.
 - 1. Job Shadowing: If the intern will never be alone with the patient as they shadow the staff member, the intern will be required to have a brief orientation with Staff Development. The content of the orientation will be safety and confidentiality. They will sign the MSH Confidentiality Statement form (Attachment).
 - 2. LIP internships: If the intern is working with the LIP staff, the coordination and training will be done through the medical director and administrative assistant to clinical services.
 - 3. Extended Internships: If the intern will potentially provide individual unsupervised services with patients, they will be required to go through all of MSH's formal orientation, excluding Human Resources information for employees. This training will include de-escalation skills training.
- E. Supervision:
 - 1. The supervisor will be trained, qualified, and licensed in the field that the student intern is practicing.
 - 2. The supervisor will accept responsibility for supervising the student intern according to the pre-arranged contract.
 - 3. The supervisor will provide the supervision necessary to enable the student intern to practice in a safe, responsible, and ethical manner.
 - 4. The supervisor will inform and remind the student of the standards of practice, including but not limited to professional, organizational, ethical and legal standards.
 - 5. The supervisor will periodically provide direct feedback on the intern's performance.
 - 6. The supervisor will maintain supervisory notes which may outline dates of supervisory meetings, subjects reviewed, matters discussed, improvement noted and areas in need of development.
 - 7. The supervisor will immediately report any violations of policy, legal standards, or ethical standards to the Department Director or Hospital Administrator.
 - 8. The supervisor, Department Director, or Hospital Administrator will report any concerns about the intern's performance to the student's school.

Montana State Hospital Policy and Procedure

STUDENT INTERNSHIPS

Page 5 of 5

9. The supervisor may delegate some of the supervision to a secondary supervisor, another professional who is qualified to supervise the intern.

F. Evaluation:

1. At the end of the internship, the Department Director or Supervisor will provide the intern with an evaluation outlining strengths, concerns and recommendations for future improvements.
2. The evaluation may be in written form and forwarded to Staff Development Department.
3. A copy of the evaluation will be sent to the intern's school.

VI. REFERENCES: Department of Corrections Policy 1.3.17: Student Interns, United States Department of Labor Fact Sheet # 71: Internship Programs Under the Fair Labor Standards Act

VII. COLLABORATED WITH: Hospital Administrator, Medical Director, Staff Development Department, Clinical Services Director, and Human Resources Director.

VIII. RESCISSIONS: #SD-02, *Student Internships* dated July 24, 2014.

IX. DISTRIBUTION: All hospital policy manuals.

X. ANNUAL REVIEW AND AUTHORIZATION: This policy is subject to annual review and authorization for use by either the Administrator or the Medical Director with written documentation of the review per ARM § 37-106-330.

XI. FOLLOW-UP RESPONSIBILITY: Director of Clinical Services

XII. ATTACHMENTS: MSH Confidentiality Statement Form

_____/____/____
John Glueckert Date
Hospital Administrator

_____/____/____
Thomas Gray, M.D. Date
Medical Director

MONTANA STATE HOSPITAL

CONFIDENTIALITY STATEMENT

For Visitors, Guests, and Staff of other Organizations Conducting Business at Montana State Hospital

The principle of confidentiality is: Information about Hospital patients is only provided to people or agencies on a need to know basis and when it is in the interest of the patient or as allowed under state and federal law. The following information is presented to provide guidelines about how common issues regarding confidentiality should be addressed.

1. Information and details about a patient's case may be discussed for clinical purposes only. That is, cases may be discussed only for the purpose of enhancing the treatment or other services to be provided to the patient.
2. No identifying information about patients (name, addresses, social security numbers) should be revealed except within the Hospital itself or when communicating with other professionals regarding admissions and discharges.
3. Patient records maintained by the Hospital are to be used only for clinical purposes and not for general review by people who do not require access to the information contained within.
4. Discussing the details of a case outside the hospital, even though names, addresses and Social Security numbers are not revealed, may also be considered a breach of confidentiality. That is, one might possibly describe in detail facts about the case and never mention who the person is or allude in any way to names or any type of descriptive type of data, and yet within the case reveal enough that the listener might possibly identify the patient.
5. The fact that a case has been made public through the news media does not alter the fact that the person retains their confidentiality rights within the Hospital itself.

The following statement is to be signed by Visitors, Guests, and Staff of Other Organizations Conducting Business at Montana State Hospital who may access confidential information at Montana State Hospital.

I understand the principles of confidentiality contained in this document and agree to adhere to these principles regarding any information I may obtain regarding patients at Montana State Hospital. Any questions I have about confidentiality issues or disclosure of patient information will be discussed with state hospital staff members.

Print Name

Signature

Date